



Lamoine Board of Selectmen

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Administration Budget – FY 2013/14

This budget was discussed by the Board of Selectmen on November 1, 2012 as proposed by the Administrative Assistant. No changes were made from that proposal and the budget is hereby submitted to the Budget Committee for review.

SALARIES

Elected Officials (Selectmen, Assessors) – There are no proposed changes for the elected officials at this time.

Administrative Assistant – By contract, my pay increases to \$55,900 for FY 14. The goal last year was to reach \$55,000/year but to do it in chunks of less than a 10% increase. The contract signed between the Adm. Asst. and the Selectmen does that.

Benefits – This is a rough estimate at the moment. The agreement with the full time clerk is that the town will pick up 80% of the MMA plan she is enrolled in, and she picks up 20%. The agreement with me is that the town will pick up the premium on my wife's insurance/health savings payment up to the same amount of the 80% MMA afforded to the clerk/tax collector.

Currently, the 80% figure for the town's cost for the clerk's benefit is \$7,077.50. The cost for the administrative assistant's premium payments is \$6,705.14. Figuring an inflationary increase of 2.89%, the maximum for the clerk would be \$7,282.04. Not knowing what the bank's premiums will do, doubling that (the maximum exposure) would be \$14,564.08. If the same 2.89% increase is presumed on the AA's premiums, that would put the total at \$14,180.96, which is the figure that is used for the budget.

Clerk/Tax Collector – The goal last year was to get Jennifer near the state average of \$30,000. That was done with a \$2,700 increase. The inflation rate of 2.89% is now applied to the correct base of \$29,800 bringing the pay level to \$30,660. This achieves the goal. The contract with the employee is 1-year at a time.

Assistant Clerk/Tax Collector – There has been discussion of utilizing an assistant clerk/tax collector to occasionally fill in for vacations/training. This would be a part time position. We anticipate no more than 30-hours per week for no more than 3-weeks. At \$14/hour this would total \$1,260.

Health Officer – The statutory minimum for the health officer is \$100. There is no proposal to change that line in the budget.

Election Workers – With the ballot counting machine, the cost per election for ballot clerks should drop a bit. We anticipate elections in November 2013, March 2014 (town meeting) and June 2014 (primaries). The polls are manned by two ballot clerks for 12-hours and counting the ballots should take no longer than 3-hours with two clerks required for a total of \$300/election. Additionally, two clerks are employed on town

meeting night, potentially a \$60 cost at \$10/hour. Add a little bit of play, and the budget for this would be \$1,000, down approximately \$160 from the current fiscal year.

Total Salaries – The proposed increase in the salary line is \$6,900.96. The bulk of that is the administrative assistant raise (contracted), and the addition of a part-time assistant clerk/tax collector. This represents an approximately 6.5% increase.

ADMINISTRATIVE EXPENSES

Electricity – We've switched power providers, and that has lowered the cost a little bit. We've had \$3,000 budgeted for the past couple of years. The actual cost in 2011/12 was \$2,422.54. The proposal is to drop by the electricity budget to \$2,600 to better reflect reality.

Machine Maintenance – The bulk of this is for copier maintenance, which is about \$475/year depending on how many copies we make. Toner purchases for the various printers are also included on this line. No change is proposed.

Travel/Education – The mileage rate has been pretty steady the past few years (the town pays a hybrid of the IRS/State rate, this year \$0.50/mile). The average cost for mileage and education courses is \$3,600. The proposed budget ups that by \$100, which is \$100 less than the current fiscal year. We've tried to cut back on education courses personally which cuts mileage and costs.

Postage – The biggest portion of the postage expense is for envelopes for tax bills. The rest we use either for stamps or stamp.com which is used for larger packages/certified mail, and that helps cut down on mileage costs, though it costs us \$15.99/month. Based on the total for 11/12, the proposed budget is down by \$100.

Office Supplies – The biggest office supply costs are paper and toner for the printers. The proposed budget is \$2,200 which is a \$50 reduction from 12/13 based on the actual for 11/12 (\$2,132.18).

Advertising – No change is proposed from the 12/13 budget. There is not a lot that we have to advertise – generally if we're looking for staff or a required public hearing notice that is not reimbursed.

Telephone – The main line (2242) into the office is running about \$45/month. The cell phone (266-0353) is about \$30/month. No change from current budget.

Lien Costs – The \$4,200 is derived from the 2011/12 actual cost. This is offset by a matching revenue in the revenue budget as the people who have tax liens pay for those costs.

Lien Costs/Wages – This is eliminated by contract – the line stays in the budget because there was an expense in the 2011/12 budget.

Heating Oil – We budget 1,000 gallons of heating fuel for the town hall. This was a good year at \$2.84/gallon. The price is unknown – hoping the worst it could be is \$4/gallon, therefore \$4,000.00.

Dues/Memberships – The actual cost to belong to MMA (the biggest cost on this line), several affiliate groups, and the MDI League of Towns was just over \$2,600 for FY 11/12. This is up \$100 from the current year.

Banking Costs – There is a small service charge each month from our bank (interest more than covers it!). Budget of \$75 should be adequate.

Tax Maps – Based on the actual cost for the previous two years (\$1,975) with some additional cost in case there are some issues, this drops by \$200 to \$2,200. This allows for \$225 in mapping time.

Books – This is for excise tax subscriptions. No change from current year.

Records Preservation – No change is proposed from the \$1,000 budget approved for the past several years. State statute requires that we bind the tax commitments, and the University of Maine does this for \$35 plus shipping. The plan is to get about 20 bound this year and the rest next year. We still have some very old records that need to be restored, but this will have to wait for a while. The books in the worst shape have been done.

Legal Fees – In 2011/12 we spent \$6,096 on attorney's fees. The assessors spent most of that on tree growth matters. Looking out a year and a half, we have no idea what to expect. One of the tree growth cases is going before the property tax review board in November, and that should be done with. There is still another tree growth case that likely won't be settled in the current fiscal year, and how much that will cost in attorneys fees is not known. There is also the Gott case which is still before the court, but as of this writing has not gone forward. The proposal is for \$5,000 which is a significant increase, but may not be nearly enough.

Election Costs – We're not sure what kind of costs beyond food for the ballot clerks that we'll be looking at. We may know more after we train on the tabulating machine. Chances are for a small town election, we'll end up counting the ballots by hand to avoid special printing costs, therefore no change is proposed.

Audit – We'll be at the end of the contract with the current audit and what might be offered is not known at this time. The cost has gone up about 3% each year. A \$145 increase is suggested.

Assessing/Appraisal – No change in the \$3,000 current budget is proposed.

Town Report/Meeting Expenses – No change in the \$1,400 budget is proposed. We seem to be printing fewer and still having plenty left over after the town meeting flurry. Posting it on line has, we think, been a help.

Miscellaneous – In the past few years we've run the citizen of the year plaque and notary licensing costs through this account. No change is proposed from the current \$150 budget.

Newsletter – The cost has increased to a current \$239 per printing. There is no change proposed which gives us wiggle room to \$250/printing.

Sales Tax – We pay tax on photocopies. \$25 has been adequate for the past several years.

General Assistance – A 50% increase is proposed here based only on the 2011/12 actual. We had one case that was extremely costly. We fear the price of heating fuel will not ease anytime soon, putting more pressure on this program.

FICA & Medicare – These lines are calculated on all salaries. Those have been tentatively plugged in to give a more realistic figure. FICA is down a bit, as we had to lock in a budget figure on that to make it balance with the approval by the town meeting and special town meeting.

Property and Casualty – The cost to cover the town a year and a half out is a good guess. We've seen less than the budgeted amount and the \$6,800 cost is based on the average with a slight increase, but represents a \$200 reduction from the current year.

Public Officials Insurance – No change is proposed from the current \$3,300. The actual for 2011/12 is \$3,274.

Workers Comp – The proposal is to drop this line by \$800 to \$2,500. The actual for 2011/12 was \$2,109.50 but there was a dividend credited to this account for \$195 which brings the actual cost to \$2,304.50. We also received a dividend this fiscal year for \$227.00.

Volunteer Coverage – No change is proposed from the \$200 budget line. Actual cost was \$119.25 in FY 12.

Unemployment – No change is proposed from the \$900 budgeted for the current fiscal year. Actual cost in FY 12 was \$827.50. There were no dividends for this account.

Equipment

Hardware/Software – We'll likely need to upgrade Microsoft Office (currently using the 2010 version) and with multiple licenses, this would probably cost about \$500.00. The line is proposed to increase to \$750 which will cover repairs, etc.

Other – The \$200 covers the cost of a new typewriter in case of failure in the clerk's office.

Maintenance

Furnace – The \$275 proposed is based on the actually FY 12 cost of \$268.91. We buy a maintenance agreement which includes a cleaning from Ray Plumbing. This has worked well in the past.

Lighting – No change is proposed from the \$75 budget. Actual cost in FY 12 was \$70.89.

General Maintenance – This line is for tools/hardware/maintenance supplies. No change is proposed from the current budget \$300.

Grounds – This covers the mowing costs. Actual for FY 12 was \$1,025.11. No change is proposed from current budget of \$1,500.

Keys/Locks – The vault combination ought to be changed at some point. \$200 should cover the cost of a locksmith to do that.

Total Administration – The preliminary estimated increase is \$11,736.87. Of this, \$6,900 is for salaries, including addition of an assistant (fill in) clerk/collector, \$1,900 for lien costs which are reimbursed by the lien payers, \$1,000 for heating oil (worst case guess), \$2,000 in legal fees, and \$1,500 for General assistance (half of which would be reimbursed by the state). These lines more than account for the increase.

Respectfully submitted,

Stu Marckoon, Adm. Asst.